

ZONING INSPECTOR

PURPOSE AND NATURE OF WORK

Positions in this class are responsible for zoning ordinance inspections and enforcement, building plan review and permitting, Certificate of Occupancy review, Board of Zoning Adjustment case presentation, sign permitting, providing of zoning information, and investigation of zoning complaints. Work is performed in the office and by driving to various locations in the field. Incumbents represent the department in the field with decision-making and negotiating authority. Positions report to a Development/Planning Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Inspects locations for possible zoning violations, issues warnings, writes citations, discusses violations with property owners, provides documentation of alleged violations to attorneys and testifies in court. Reviews site plans and approves permits for residential or commercial buildings. Reviews plans for subdivisions, major street changes, etc. Inspects locations for businesses, including home occupations, and approves zoning compliance for Certificates of Occupancy. Reviews, negotiates, documents, recommends action, and presents zoning variance cases and other issues to the Board of Zoning Adjustment. Prepares minutes of meetings and notifies involved parties of decisions reached. Provides input for Zoning Ordinance changes and interpretations. Inspects signs for violations, inspects proposed sites for signs and billboards, and approves permits. Provides information concerning zoning regulations and related building or traffic engineering regulations; instructs the public on policies and procedures. Receives complaints from the public, conducts follow-up inspections, meets with property owners and takes appropriate action when necessary.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of Consolidated Government's land use regulations.
Knowledge of various techniques and procedures for enforcing land use regulations.
Ability to review building site plans and determine whether they are in compliance with land use regulations.
Ability to interpret and apply land use regulations.
Ability to exercise tact and patience in meeting with the public and securing compliance with applicable ordinances.
Ability to calculate, using algebraic methods, square footage of irregularly-shaped areas.
Ability to communicate effectively, both orally and in writing, with groups and individuals.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and experience in interpretation, investigation and enforcement related to land use regulations, public speaking and public contact work; or any equivalent combination of training and experience.

NECESSARY SPECIAL QUALIFICATION

Possession of a valid Louisiana driver's license upon appointment.